

**Minutes
Windsor Town Council Meeting
Town Hall
December 9, 2008**

The Windsor Town Council met in regular session on December 9, 2008 at 7:00 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor Marvin A. Crocker, Jr. was present, and he called the meeting to order. He welcomed those who were present. He asked for anyone with cell phones to please turn them off. He asked the Clerk to call the roll. Robin Hewett, Town Clerk, recorded the minutes. John L. Rowe, Jr., Interim Town Manager, Michael Stallings, Planning and Zoning Administrator, Police Chief Robert Porti, and Joshua Pretlow, Jr., Town Attorney were present.

Council members present: Wesley F. Garriss
J. Clinton Bryant
William L. Jones
Durwood V. Scott
Greg Willis
Carita J. Richardson

Mayor Crocker recognized Mr. Thomas Wright, Isle of Wight County Board of Supervisor and Ms. Francis Butler, Town Board of Zoning Appeals member who were present in the audience. Mayor Crocker asked Councilman Willis to give the invocation. Councilman Willis gave the invocation.

Public Hearings

Mayor Crocker said the first item on the agenda is a public hearing. He said the public hearing is on the proposed issuance of general obligation water bonds for the Town of Windsor in the estimated amount of \$1,331,000. He said the purpose of the proposed bonds is to finance capital improvements to the Town's water system and to pay costs associated with issuing such bonds. He asked Mr. Rowe to give an overview of the public hearing item.

Mr. Rowe said the Rural Development agency of the United States Department of Agriculture has approved the Town's application of a federal loan of \$1,331,000 with a very good interest rate of 3.625%. He said Rural Development requires that the Town secure this loan with a General Obligation Bond. He said the loan and bond become debt for the Town. He said the loan is for water system improvements to the Town's water system. He said this includes extension of water lines and a new well.

Mr. Rowe said the State Code requires Council to conduct a public hearing prior to issuing debt. He said the Town's water rates are sufficient to cover the debt service on the loan. He said it is a 40-year loan. He said after the public hearing

Council has two documents before them, a resolution and an ordinance that he would recommend Council to adopt.

Mayor Crocker asked the Town Attorney if the public hearing had been properly advertised. Mr. Pretlow said yes, the public hearing had been properly advertised.

Mayor Crocker opened the public hearing. He asked for any person in favor of the issuance of the general obligation bond to come forward to speak at this time. There were none. Mayor Crocker asked for any persons in opposition of the issuance of the general obligation bond to come forward to speak at this time, and hearing none he closed the public hearing. He said Council would proceed with discussion. Mr. Rowe recommended to the Mayor to have the Town Clerk read the title of the resolution. Mayor Crocker asked the Clerk to read the title of the resolution, and Ms. Hewett read the title of the resolution as follows:

Resolution Providing for the Issuance, Sale and Delivery of a \$1,331,000 Taxable General Obligation Water Bond, Series 2009, Heretofore Authorized, and Providing for the Form, Details and Payment Thereof.

Vice-Mayor Jones made a motion to adopt the resolution entitled "Resolution Providing for the Issuance, Sale and Delivery of a \$1,331,000 Taxable General Obligation Water Bond, Series 2009, Heretofore Authorized, and Providing for the Form, Details and Payment Thereof" and hereby direct the Town Manager and Town Attorney to implement the provisions of said resolution. Councilwoman Richardson seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Vice-Mayor Jones said the purpose of the loan is to have a larger well to assist in maintaining adequate water for residents, to retro fix the tanks for better water circulation, and to extend and upgrade water lines for residents throughout the town. Councilman Garriss said he did not see where the Town has any other alternatives.

Mr. Rowe said he recommends that Council adopt the ordinance. Mayor Crocker asked the Town Clerk to read the ordinance title. Ms. Hewett read the ordinance title as follows:

An Ordinance Authorizing the Issuance of General Obligation Water Bonds of the Town of Windsor, Virginia, in a Principal Amount not to Exceed \$1,331,000.

Vice-Mayor Jones made a motion to adopt the ordinance entitled "An Ordinance Authorizing the Issuance of General Obligation Water Bonds of the Town of Windsor, Virginia, in a Principal Amount not to Exceed \$1,331,000" and hereby

direct the Town Manager and Town Attorney to implement the provisions of said ordinance. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Mayor Crocker said the next public hearing is on the matter of requesting the 2009 Session of the Virginia Assembly to enact a new charter for the Town of Windsor. He said the proposed charter would replace the existing town charter that the General Assembly adopted in 1902 and last amended by the General Assembly in 1988. Mayor Crocker asked the Town Manager to give an overview of this item.

Mr. Rowe said this has been in the public domain since September. He said this issue has been on every Council agenda since that time. He said that several months ago, Council scheduled a public hearing for tonight's Council meeting. Mr. Rowe said the State Code requires Council to conduct a public hearing on the proposed changes to the Town Charter. He said charter bills have to be filed by the first day of the General Assembly session. Mr. Rowe gave some general background on charters and briefed on the "council-manager" form of government. He said what the proposed charter does is put into words what the Town has been practicing for more than a decade, which is the "council-manager" form of government. He said Council has a very capable professional staff to work with. He said he recommends that Council adopt a motion asking the Town's General Assembly delegation to file the appropriate charter bill in 2009 Session of the General Assembly for a new charter for the Town of Windsor. Mr. Rowe said this is a model charter, and it is not an unusual bill for legislative services.

Mr. Rowe said the major changes are the Town becomes officially the "council-manager" form of government, and the Mayor would vote on issues just as all other council members. He said the Mayor is still elected in the same way, by residents, and serving a four-year term. He said the Mayor's duties would not change except for he becomes a member of the Council team.

Mayor Crocker asked the Town Attorney if the public hearing had been properly advertised, and Mr. Pretlow said the public hearing was properly advertised. Mayor Crocker opened the public hearing. He asked for any persons in favor of the proposed charter amendment to come forward at this time. There were none.

Mayor Crocker asked for any persons in opposition of the proposed charter amendment to come forward at this time.

Macon Edwards, 16 Virginia Avenue, said he has been a resident of Windsor for over 65 years. He said he has a copy of the charter, and he has some concerns regarding the charter. He said Windsor is a small town, not a large city. He said Council has worked fine over the years. He said he would like to see decisions

made with council members and not with a town manager that is hired. He said that is what has happened with government today is that it has gotten away from the representatives that citizens elect. Mr. Edwards briefed Council on several concerns he had within the charter. He mentioned the following pages: pages 3-4 item 3.7 (Mayor and Vice-Mayor duties), 3.9 (Prohibitions – Town Manager has all the authority of hiring and firing), page 6 items 4.2 (duties and powers of Town Manager), and item 6.8 (lapse of appropriation). He said he felt the Town also needed a grievance policy for the employees.

Randall Phelps, 18 Taylor Avenue, said he has been a resident since 1978. He said he agrees with Mr. Edwards. He said Council has done well so far and he does not agree with all the duties being turned over to the Town Manager.

Cathy Queen, 61 E. Windsor Blvd., said she opposes the change in the charter.

Mayor Crocker closed the public hearing. He said it is now open for discussion among Council. Mayor Crocker asked the Town Manager to address the concerns that were brought before Council.

Mr. Rowe said first he would like to discuss the grievance procedure. He said any political subdivision of the State, whether county, city, town, that has 15 employees must have the grievance procedure as specified by State Code. He said the Town has 12 employees. Mr. Rowe said at a recent Council meeting Council adopted a new grievance procedure, which is exactly what the State would prescribe if the Town had 15 employees. He said the procedure is fair and equitable, and it has been tested throughout the state. Mr. Rowe explained how the grievance procedure works.

Mr. Rowe said the “council-manager” form of government caught on throughout the state because it took the politics out of the hiring and firing of municipal employees. He said this is not a big city charter, but a model charter for municipal governments. He said when Council decided to go with the “council-manager” form of government Council took a half step. He explained that the half step is that Council only amended the Town Code to set forth the powers and duties of the town manager. He said this is replicated in the proposed new Town Charter, which is typically where one would find this information. He said the prohibition of Council members going directly to town employees exist today, and this is not anything new. He said the neither Charter, nor the Code prohibits conversations between town staff and council members. The Town Code does preclude an individual member of Council directing a Town employee to take a particular action. He said Council makes decisions as a body not as individuals, and sets policies for staff as a body and not as individuals.

Mr. Rowe said that with the new Charter, the Mayor position is more than a ceremonial role. He said the Mayor is a full-fledged member of Council that

votes on all matters. He said Council makes the policy decisions not the town manager. He said this charter does not change this fact.

Mayor Crocker said the three staff members that report to Council is the Town Clerk, Town Manager, and the Town Attorney. Mr. Rowe said that is correct.

Several Council members said the citizens concerns should be taken into consideration and Council needs more time to review the charter and make any further necessary changes.

Councilman Scott made a motion to postpone the proposed charter amendment until Council can have a work session to discuss further. Councilman Bryant seconded the motion.

Council further discussed the issue and voiced their concerns with the charter. The Town Attorney reminded Council that they would have to adopt a motion pertaining to the proposed new charter at their December 23rd Council meeting if Council intended to get it in to the General Assembly in time for its 2009 Session.

Mayor Crocker called for the question and Council passed the motion four to three to table the charter until Council has a work session, as recorded on the attached chart as motion #3. Councilman Scott said he would like to request a work session for Council to discuss these issues to get Council working together. Mr. Rowe and Council further discussed the town manager's duties and responsibilities and the concerns with transferring of funds. Mr. Rowe said Council will need to trust their town manager. He said this is a person that Council is hiring, and they should be comfortable with that person and trust that individual.

Mayor Crocker asked that the matter of Council's consideration of the proposed new charter be placed on the agenda for the December 23rd Council meeting. Mayor Crocker said as for the Council members in opposition of the charter as proposed, they should get their concerns and comments to the town manager for the necessary changes to be made to the charter.

Delegations, Public Comments, and Citizens Concerns

Gary Leinart, 102 Weaver Court, said he has lived in town for 20 years. He said he has a concern regarding the recent incidences that took place at one of the businesses in town. He said his concern is for public safety. He said he lives close to where the shooting took place and this concerns him greatly. He said he is asking Council to be proactive to keep those types of incidences from taking place in the future.

Rhonda Demsko, 19 N. Court Street, said she owns the Windsor School of Dance and has lived in Windsor since 1983. She said the business address is

located at 70 E. Windsor Blvd. She said she would like to apologize to the town and police department for the incidences that took place recently. She said she has extensive conversations with the individuals renting the building regarding the regulations they have to follow. She said the police department did an awesome job responding to the situation. Ms. Demsko said the building would not be rented out any more from this point forward. She said there are other buildings in town that can be rented and this same type of incident could happen at one of those locations as well.

Macon Edwards, 16 Virginia Avenue, said he was not happy with the articles that were in the Smithfield Times last week. He said there were several articles in the newspaper about Windsor Town Council, which were not very favorable. He said the articles talk about Council being slow to make decisions and cannot make decisions. He said he hopes that Council is not taking this with the idea of passing the buck to give it to the manager for him to make all the decisions. Mr. Edwards said there was mention of a police department separate from this building. He said the town has purchased two pieces of property adjacent to town hall property with the idea that when expansion needed to occur that these properties would be used for that purpose. Mr. Edwards said it appears the County is dangling money for the town and now Council wants to purchase property somewhere else and move everything. He said, if the police department needs to move, then the town has two buildings that should be considered for this use. He said Council needs to be looking at this alternative instead of spending a lot of money with the economy in the state it is. He said Council needs to be looking at conserving money. He said the town center is something that Council should consider down the road because it is not something the town needs at the present time. Mr. Edwards said the articles in the Smithfield Times were not favorable to Windsor, and he feels the comments should not have been put in the newspaper.

Cathy Queen, 61 E. Windsor Blvd., said she has heard Ms. Demsko's promises before. She said she lives across from the Windsor School of Dance, and on Saturday night the police were in her yard looking for bullet holes in her home. She said she is concerned about what is taking place at this business. She said she took pictures on Sunday of the parking lot, which was full of trash. Mrs. Queen said this is not the first time this has happened. She said there is not many nights that there is a gathering at this location that the police are not called out to respond to an incident. She said the profanity, drinking, and underage drinking is a great concern of hers, and she wants it to be a concern of Council as well.

Mayor Crocker asked the Town Manager and Chief Porti to comment on the incidences that took place over the weekend. Mr. Rowe said there were two events that took place. He said the event on Friday was shut down due to the fact that the person running that event was doing so without a business license. He said the Police Chief called him and they conversed and shut the event down.

Mr. Rowe said the event on Saturday night was not because of a rowdy party, but because of two rival gangs. He said the situation started in Suffolk. He said the Town has taken action on the business with zoning enforcement. He said the sub-leased use makes the business a “dance hall”, which in the Town Code requires a conditional use permit. He said a conditional use permit cannot be issued because there are residences within 250 feet of the establishment. Mr. Rowe said the Zoning Administrator has issued a letter to the property owner and business owner which states that from this point forward to stop renting the building for a “dance hall”. Mr. Rowe said the property owner has instructed the business owners who lease the property from him that there will be no further subleasing of the property for parties or other functions. He said Council has a copy of the property owner’s letter. He said the property owner is not Ms. Demsko, but Harold Demsko and Bertha Duck.

Mr. Rowe said the Town has asked the fire marshal to inspect the building for code regulations and deficiencies in the regulations.

Consent Agenda

Mayor Crocker asked for approval of the consent agenda, which includes the minutes of the November 25, 2008 Council meeting, the Treasurer’s reports, and the Comprehensive Financial Policies. Councilman Scott recommended taking item 5c, Comprehensive Financial Policies, out of the consent agenda. Councilwoman Richardson made a motion to approve the consent agenda with the Comprehensive Financial Policies removed. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Mayor Crocker said the Comprehensive Financial Policies would be discussed at this time. Mr. Rowe recommended to Council to discuss this issue later in the meeting due to the individuals waiting to give presentations.

Interim Town Manager’s Report

Presentation of the Comprehensive Annual Financial Report for the Fiscal Year Ending June 30, 2008

Mr. Rowe said included in the agenda package is Council’s copy of the Comprehensive Annual Financial Report (CAFR) for the fiscal year ending June 30, 2008. He said this document is commonly referred to as the “audit”. He said the report includes a transmittal letter from him. He said Diane Smith, CPA performed this annual audit, and she will give Council a comprehensive briefing on the report. He said she will use a PowerPoint presentation, and if Council has any questions pertaining to the audit, then he would recommend asking her during the presentation.

Mr. Rowe said after the presentation he would recommend to Council to receive this report and authorize its distribution.

Ms. Smith said she is pleased to be at the meeting tonight. She said this is the second year that she has done the Comprehensive Annual Financial Report. She said as an overview of the CAFR there is a introductory section which consist of the letter of transmittal from Mr. Rowe, the list of elected and appointed officials, and the management's discussion and analysis, which is the most valuable item of the report. She said the management's discussion and analysis is a must read for Council. Ms. Smith said the next section of the report is the financial section, which consist of the independent auditor's report, which is unmodified.

She said the Town of Windsor received an unmodified report, which is the highest opinion that an accountant can give. She said also in the financial section is the basic financial statements for government-wide and fund financial statements. She stated that this is a clean audit report.

She said the other sections of the report are the individual statements, statistical section and the compliance section.

Ms. Smith discussed the government-wide statement of net assets with the following chart:

	Governmental Activities	Business-Type Activities	Total
Other Assets	\$ 1,163,026	\$ 262,603	\$ 1,425,629
Capital Assets	1,075,349	1,932,752	3,008,101
Total Assets	2,238,375	2,195,355	4,433,730
Long-Term Liabilities	-	782,871	782,871
Other Liabilities	78,508	33,901	112,409
Total Liabilities	78,508	816,772	895,280
Invested in Capital Assets	1,075,349	1,149,881	2,225,230
Unrestricted	1,084,518	228,702	1,313,220
Total Net Assets	\$ 2,159,867	\$ 1,378,583	\$ 3,538,450

Ms. Smith explained the government-wide statement of activities for revenues with the following chart:

	Governmental Activities	Business-Type Activities	Total
Program Service Revenues			
Charges for services	\$ 225,060	\$ 254,437	\$ 479,467
Operating grants	77,622	-	77,622
General Revenues			
Property taxes	259,415	-	259,415
Other taxes	655,031	-	655,031
Interest	25,871	20,386	46,257
Total Revenues	\$ 1,242,999	\$ 274,823	\$ 1,517,822

She said the government-wide revenues by source were as follows: 43% other local taxes (sales tax, meals tax, franchise tax), 32% charges for services (water billing), 17% general property taxes, 5% operating grants, and 3% investment earnings.

Ms. Smith explained the government-wide statement of activities for expenses with the following chart:

	Governmental Activities	Business-Type Activities	Total
General government	\$ 557,887	\$ -	\$ 557,887
Public safety	385,767	-	385,767
Public works	126,423	-	126,423
Community development	20,622	-	20,622
Water services	-	476,176	476,176
Cemetery	-	2,111	2,111
Total Expenses	\$ 1,090,699	\$ 478,287	\$ 1,568,986

She said the government-wide expenditures by function were as follows: 36% general administration, 30% water services, 25% public safety, 8% public works, 1% community development, and 0% cemetery.

Ms. Smith said this next chart brings everything together for the government-wide statement of activities for net assets, which includes revenues, expenses and net assets.

	Governmental Activities	Business-Type Activities	Total
Revenues	\$ 1,242,999	\$ 274,823	\$ 1,517,822
Expenses	1,090,699	478,287	1,568,986
Change in net assets	152,300	(203,464)	(51,164)
NET ASSETS			
Beginning	1,975,567	1,614,047	3,589,614
Transfers	32,000	(32,000)	-
Ending	\$ 2,159,867	\$ 1,378,583	\$ 3,538,450

She stated in this chart that there is a \$203,464 loss in the water fund. She said she is aware that Council is working to correct this problem by raising the water rates.

Ms. Smith explained the fund financial statements, general fund revenues, with a graph comparing actual to budget. She said there was \$184,000 more revenues brought in than what was budgeted. She explained the general fund expenses in the same way by comparing actual to budget. She said the over all expenditures for the general fund were \$23,000 greater than what was budgeted.

Mr. Rowe said the budget did not account for the price of gas to increase to the level it did this past fiscal year. He said the majority of the overage was the fuel price increase. He said in the past funds were not appropriated to cover certain expenditures, and that is not taking place at this time.

Mr. Rowe briefed on the town's accounting system and the difficulties with the way accounts were setup. He explained that a contracted IT person had been hired to help correct these problems. Ms. Smith said the audit this year was better than last year because of the corrections that were made.

Ms. Smith said she would like to comment on transfers. She said typically the Council allows the town manager to transfer funds within a department of that fund, such as public works, but he would not transfer funds from general fund to water fund. She said she does not think Council wants to be in a position where they are approving every budget item or transfer item. She said Council should think in terms of what level they would like this to be. She gave an example to Council has to how to handle this process.

Mr. Rowe said he and Ms. Smith have not had a conversation on this issue. He said this comes fresh from her at the lectern. He said this fits in with what he recommends. He said that Ms. Smith's comments are her own, and they are not from a conversation that he had with her.

Ms. Smith said the next fund is the water fund revenues and expenses. She said Council has a bit of challenge before them because as she stated earlier there is not enough revenues to cover expenses. Mr. Rowe said Council has recognized this with the rate increases that were effective July, 2008. Ms. Smith said the biggest expense is depreciation.

Ms. Smith briefly discussed the cemetery fund with Council. She said there was an increase to the fund balance for the cemetery fund.

Ms. Smith continued with the presentation by discussing the computation of the legal debt margin for the Town. She said the legal debt margin for the Town currently is \$18,546,581.

Ms. Smith highlighted some of the items in the management letter according to the statement of auditing standards number 114. She said there were no difficulties in dealing with management in performing the audit. She said she generally discusses a variety of matters, including the application of accounting principles and auditing standards during the year with town staff.

Ms. Smith discussed the statement of auditing standards number 112, which is the internal control letter. She said this year there was a lot of improvements in the segregation of duties, and she had to make some journal entries, but nothing like what had to be done last year. She said the only other item is the town does rely on the accountant to assist in the preparation of the financial statements. She said this is not unusual for smaller governments to rely on their auditors. She said the costs of hiring an in-house accounting staff with higher levels of expertise may not be cost effective for the town.

Mr. Rowe said he recommends that Council adopt a motion to receive the Comprehensive Annual Financial Report for the fiscal year June 30, 2008, and hereby authorize and direct the town manager to distribute the report. Mayor Crocker made the motion. Councilman Garris seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Police Headquarters Alternatives

Mr. Rowe said this item is also a PowerPoint presentation. He said the space that is provided to our police department is not adequate to safely serve the public in general and the citizens of Windsor in particular, if nothing is done to solve this problem, then the Town is putting the public and staff at risk. He said this presentation gives four alternatives to solve the police department's problem.

Mr. Rowe said the current police department space does not have an office for the completion of paper work, an interview and interrogations room, a prisoner processing area, an evidence processing and storage area, a depository of police records, nor an equipment storage area. He said there is only one

entrance to Town Hall, which is where the majority of the persons using this entrance are persons doing non-police business. He said persons waiting to see an officer have to wait in the lobby space. He said this can expose customers and staff to individuals who are emotionally distraught, angered, and frustrated by their situation. Chief Porti briefed Council on the issue of safety for the officers, victims, and staff with not having an area to conduct their interview and interrogation process.

Mr. Rowe said the current police department space fails to provide security for police officers, our civilian town staff, and the public who does non-police business at town hall. He said the current space puts the public at risk, results in the town having limited capacity for the police department to properly store evidence, and also results in operational inefficiencies such as travel to Smithfield to use their intoxilyzer.

Mr. Rowe said they have come up with four alternatives for Council to consider for space for the police department. He said the four alternatives are: lease existing space in town, lease or purchase a modular building or trailer, convert the "Saunders House" into a police station, or build a new police station behind town hall facing Church Street.

Chief Porti briefed Council on the available buildings for leasing, which are 11 W Windsor Blvd., 11409 Windsor Blvd., and 11404 Windsor Blvd. Chief Porti discussed the pros and cons of each location and also the costs of leasing the facilities. He said each facility has security issues for being used by the police department. He said the costs range from approximately \$1,200 to \$1,900 per month to lease.

Mr. Rowe discussed the modular building alternative with Council. He said this alternative is more secure than the other lease alternatives. He said the cost per month is \$2,621, which would be \$94,356 for a three-year lease. He said the cost to purchase a modular building is \$133,952, which is close to the cost of new construction. He said the trailer is not aesthetically appealing in a residential area.

Mr. Rowe said alternative three is to convert the "Saunders House". Mr. Rowe said Russell Parrish, AIA was hired to examine the building and report back his findings regarding the building. He said Mr. Parrish's report is included in the Council package. Mr. Rowe said Mr. Parrish found that the building has many structural, electrical, and accessibility problems. He said Mr. Parrish found that the Saunders House was not suitable for conversion to a police station. Mr. Rowe said even in its current state, if the Town were to sell as a residence, it would most likely fail the home inspection. Mr. Rowe said the conversion cost estimate is \$242,000, which is prohibitive and the most expensive alternative.

Mr. Parrish briefed Council on the photos included in the presentation regarding the building structure. He said the mortar on the foundation has been repaired in several places. He said there is no insulation under the home, and there is no moisture barrier. He said the foundation piers are falling out or leaning. Mr. Parrish said to secure the house it would have to start at the base of the house. He said a new footing would have to be dug, and piers would have to be replaced. He said the house has been added on to approximately 5 times, and there is nothing holding up the girders.

Mr. Rowe said the fourth alternative is to construct a new building behind town hall facing Church Street. He said the building is 1,400 square feet in size. He said it would be built on slab-on-grade for ease of accessibility to eliminate crawl space. He said it provides the best solution for security and space needs because the structure is designed and built by the town. He said the structure would share services such as phones and the emergency generator. He said by doing this structure it does not close out any options for the future relocation of the town hall or post office. Mr. Rowe said the cost estimate to build the structure is \$183,000. Mr. Rowe explained how this amount could be paid with several options. Mr. Parrish said the exterior design of the building came about in order to keep the small town residential feel in the area.

Mr. Rowe said he recommends that Council get out of the landlord business because this is not something a public entity does. He said the Town cannot currently provide the financial support a town center, and he said he does not see this taking place until at least fifteen years down the road. He said the police department cannot wait fifteen years to have a building. Mr. Rowe introduced other ways the post office building and other buildings could be used as a mini downtown area. He said this is not a strip mall area, but quaint shops for residents. Mr. Parrish further discussed this idea with Council.

Councilman Bryant asked why the post office was not given as an alternative for the police department. Mr. Rowe said the lease for the post office is not up until 2011, and the police department cannot wait another three years.

Councilman Willis made a motion to move forward to building a new building whether at the proposed site or at the Saunders House site. Vice-Mayor Jones seconded the motion.

Council and Mr. Parrish discussed the condition of the Saunders House further. Council also discussed not having enough time to consider the whole picture of the new police building. After a lengthy discussion regarding the new building, time to review the site plans, the condition of the Saunders house, and other alternatives for a police department and the post office, Mayor Crocker asked the Town Clerk to restate the motion. Ms. Hewett said the motion is to move forward to building a new building whether at the proposed site or at the Saunders House site, which was made by Councilman Willis and seconded by Vice-Mayor Jones.

Some Council members said this item needs to be discussed further in a work session. Mr. Rowe recommended to Council to have a work session before each regular Council meeting. He said Council could meet two hours prior to the Council meeting to discuss any items necessary.

Mr. Rowe said this is not Council's only action on this particular capital project, this is just the beginning. He said tonight is not the only time Council will make a decision on the issue; he said that Council would be involved in the process each step along the design process. He said there is no floor plan because a floor plan has not been designed. He said this is the beginning of the process not the end of the process. Discussion continued among Council and staff further on the steps of building a new police department.

Mayor Crocker called for the question. Council voted, and the motion failed five to one to construct a new police station as recorded on the attached chart as motion #6.

Comprehensive Financial Policies

Mayor Crocker asked Councilman Scott why he wanted to have the comprehensive financial policies pulled out of the consent agenda. Councilman Scott said this item was discussed at the last meeting. He said there are a couple of items that are still in policy that seems to be of some concerns. He said a concern he has is item #18 regarding the \$3,000 limit on budget transfers on page three of the policy.

Mayor Crocker said the auditor had reviewed this policy and found it favorable.

Councilwoman Richardson made a motion to adopt the comprehensive financial policies with item number 18 pertaining to budget transfers removed from the policy. Councilman Scott seconded the motion.

Councilman Garris said he did not have a problem with leaving item 18 in the policy. He said if it is the consensus of Council, he would agree to take it out. Mr. Pretlow said any change that is made to the budget even by \$1 will have to be approved by Council if this item is taken out of the policy. He said Council is getting into a micro-managing process of \$3,000 on a \$900,000 budget. He said he just does not understand the concern of moving a few items inside of the budget. Council further discussed this issue and how this item should be addressed. Councilman Willis said if Council ties the town manager's hands so tight, then Council is setting him up for failure. He said he does not want to hire a town manager that they do not trust. He said he is okay with leaving this item 18 in the policy, but if it takes striking this item to get it passed, lets do that and move forward. Further comments and discussion took place among Council and staff.

Mayor Crocker called for the question, and Council passed the motion four to two as recorded on the attached chart as motion #7.

Calendar of Events

Mr. Rowe said that Council has the calendar of events for December and January. He said if Council has any questions regarding the calendar, then he could answer them at this time.

Councilman Willis asked if the December 23rd Council meeting could be moved to Monday, December 22nd. Councilman Scott said he had a conflict with the 22nd. Mayor Crocker said the next Council meeting would remain on December 23rd at 3:00 p.m.

Chamber of Commerce's Pre-session Legislative Breakfast

Mr. Rowe asked if any Council members were interested in attending the pre-session legislative meeting. Councilman Garris, Vice-Mayor Jones, Mayor Crocker and Councilwoman Richardson all said they would like to attend.

Other

Mr. Rowe said he has already mentioned this, but he would recommend to Council to have a work session before each Council meeting. He said Council could meet at 5:00 p.m. with a light working dinner to discuss the agenda items for that Council meeting. He said Council could try this to see if it would work. Mayor Crocker said Council could possibly start this the first of January.

Police Chief's Report

Chief Porti said at a 4:00 p.m. press release they reported that two juveniles were arrested for the shooting that occurred at 71 E. Windsor Blvd. He said they do have warrants for a third individual. He said they have received additional information recently regarding a possible fourth suspect. He said the investigation is on going. He said he is very proud of the officers, because there have been a lot of overtime hours with no complaints from the officers. Council thanked Chief Porti and the Officers for the great job they are doing. Chief Porti further briefed Council on the incident. He said his monthly report is in the Council packets for review if any one has any questions he would be glad to address them at this time.

Councilman Garris said there are times on weekends that residents would like to get in touch with the police department that are not 911 emergencies. He said the town phone message does not address this issue. Chief Porti said the dispatch number for police related issues could be added to the town phone

message. Chief Porti said the dispatch is for the entire County, not just the sheriff's department.

Town Attorney's Report

No report.

Mayor's Report

Mayor Crocker said the action list from the County for Council to review is in the Town Hall office. He said he and Mr. Rowe attended the Mayors and Chairs meeting and had an opportunity to talk with Senator-elect Mark Warner to voice their concerns regarding Route 460.

Fire Department/Rescue Squad Committee

No report.

Public Health & Safety/Street Committee

No report.

Finance Committee

No report.

Personnel Committee

Mayor Crocker announced that over the next two weeks Council will conduct a series of closed meetings at undisclosed locations for the purpose of interviewing candidates for the position of Town Manager.

Utilities/Property/Cemetery Committee

Vice-Mayor Jones said Council needs to come to the December 23rd meeting planning to get something accomplished with the Police Department facility.

Parks & Library Committee

No report.

Planning Commission

Mr. Stallings said the November zoning report shows there were four zoning permits issued for the month and no violation notices issued. He said a letter had been sent to the Windsor School of Dance notifying them they could no

longer operate as a “dance hall” facility. Mayor Crocker thanked Mr. Stallings for his involvement in this issue.

Councilman Scott said the violation notice that was sent out regarding inoperable vehicles in Hazelwood was being taken care of with the resident moving the vehicle.

Mr. Stallings said the next Planning Commission meeting is scheduled for January 28, 2009 at 7:00 p.m.

Economic Development Committee

No report.

Workforce Housing Committee

No report.

Community Center Committee

No report.

Old or Unfinished Business

Mr. Rowe said he would like to bring to Council’s attention the email before them stating that the Town has collected \$11,845.53 in delinquent taxes to date. He said this is \$3,000 more than what was reported with the Treasurer’s report.

New Business

None

Councilwoman Richardson made a motion to adjourn. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8. The meeting adjourned at 11:30 p.m.

Marvin A. Crocker, Jr.
Mayor

Robin Hewett
Town Clerk